

**WATER POLLUTION CONTROL AUTHORITY
REGULAR MEETING
Meeting Room A
Tuesday September 22, 2015**

MEMBERS PRESENT: Roger Gale, Tim Rainville, Peter Ellsworth, Stewart Morse

MEMBERS ABSENT: None

OTHERS PRESENT: Kristi Stabley, Richard Canavan, Paul Gohn, Bob Frink

1. CALL TO ORDER:

The meeting was called to order by Chairman Roger Gale at 8:00 PM.

2. APPROVAL OF THE REGULAR MEETING MINUTES OF AUGUST 25, 2015: MOTION BY STEWART MORSE TO APPROVE MINUTES AS PRESENTED. SECONDED BY PETER ELLSWORTH. ALL IN FAVOR.

3. CITIZEN COMMENTS: None

4. NEW BUSINESS:

A. ELECTION OF OFFICERS:

STEWART MORSE NOMINATES ROGER GALE FOR CHAIRMAN. SECONDED BY PETER ELLSWORTH. ALL IN FAVOR. ROGER ABSTAINS.

STEWART MORSE NOMINATES PETER ELLSWORTH FOR VICE-CHAIRMAN. SECONDED BY ROGER GALE. ALL IN FAVOR. PETER ELLSWORTH ABSTAINS.

STEWART MORSE NOMINATES TIM RAINVILLE FOR SECRETARY. SECONDED BY PETER ELLSWORTH. ALL IN FAVOR. TIM RAINVILLE ABSTAINS.

B. PEAKE BROOK ROAD: Roger informed the board that 88 Peake Brook Road just hooked into the sewer system. There was a lien put on the property for \$7,900.00 at 2% interest. Stewart mentioned that it would be a good idea to make sure that the town has a clear mapping of where the sewer line is located for the files.

C. GRINDER PUMP RESPONSIBILITY/CHANGE WITH NEW OWNERSHIP OF PROPERTY:

1. VOTE ON POLICIES & PROCEDURES PER PUBLIC HEARING:

MOTION BY PETER ELLSWORTH TO ADOPT SECTION 2 TO THE POLICIES & PROCEDURES MANUAL. SECONDED BY TIM RAINVILLE. ALL IN FAVOR.

D. ESTABLISH AN ANNUAL MEETING/BUDGET SCHEDULE:

1. VOTE ON POLICIES & PROCEDURES PER PUBLIC HEARING:

MOTION BY STEWART MORSE TO ADOPT SECTION 8F TO THE POLICIES & PROCEDURES MANUAL. SECONDED BY PETER ELLSWORTH. ALL IN FAVOR.

E.METER READER: The board agreed that Kristi and Tim coordinate the meter readings of all the metered customers within a timely manner.

5. OLD BUSINESS:

A. FLUME UPDATE: No new updates at this time.

B. SOLAR ENERGY OF PUMPING STATION: No new updates at this time.

C. LINEMASTER SWITCH:

1. MOBILE METER: A quote from Environmental Monitoring Pipeline Services Operations & Maintenance of \$3,500.00 for an estimated project total of 4 weeks of installation, monitoring and reporting.

6. SYSTEM MAINTENANCE UPDATE:

A. GRINDER PUMP REPAIRS/MAIN LINE MAINTENANCE: A letter was written to the Woodstock Agricultural Society stating that the reimbursement was one time only and asked what the plans were to rectify the issue of the water meter.
Nextgen box inside of the pump station needed a new battery.
A-1 Septic is scheduled to pump the unpumpables at the pump station.

7: FLOW REPORTS:

**A. WEEKLY METER READING OF MAIN LINE WASTE WATER FLOW TO PUTNAM
FY 2015-2016:** No new updates at this time

B. WATER METER READINGS FOR FY 2015-2016: No new updates at this time.

8. CITIZEN COMMENT: Paul Gohn asked if the vent cap at his property could be replaced because it is broken. Rick Catavan asked if the sewer connection at 88 Peake Brook Road was gravity fed. Yes it is Roger answered.

9. PAYMENT OF THE BILLS:

A. BUDGET CATEGORY DESIGNATIONS:

WPCA SEPTEMBER 22, 2015 BILLS

<u>Vendor</u>	<u>Line Item</u>	<u>Charges</u>
Eversource----Account# 51942724014	500.00.224.00 Lift Station Power	\$282.05
Frontier Communications Account# 860-928- 3192111198-5	500.00.225.00 Lift Station Telephone Service Frontier	\$32.95

LeClairRyan---Invoice# 666296 Public Hearing Legal Notices	500.00.212.00 WPCA Legal Services	\$207.00
Deep 6 Plumbing and Heating--- Invoice# 11336C	500.00.218.00 Grinder Pump Repair	\$135.00
Woodstock Town Clerk-- -Account# 41 Recording Fees	500.00.006.00 WPCA Recording Fees Town Clerk	\$10.00
TOTAL AMOUNT DUE: \$ 667.00		

Roger Gale identified the following bills for consideration by the Authority:

MOTION BY STEWART MORSE TO APPROVE PAYMENT OF THE BILLS. SECONDED BY PETER ELLSWORTH. ALL IN FAVOR.

10. CORRESPONDENCE: None.

11. REVIEW OF MEMBER FOLLOW-UP ACTIVITIES FOR THE NEXT MEETING

- Tim and Kristi to follow-up on reading meters
- Peter publish decision notice in paper, change town records
- Kristi make copies of Policies & Procedures Manual changes
- Need a new cordless phone for pump station

12. ADJOURNMENT

MOTION BY STEWART MORSE TO ADJOURN THE MEETING. SECONDED BY TIM RAINVILLE. ALL IN FAVOR.

The meeting was adjourned at 9:06 PM.

Respectfully Submitted

Kristi Stabley
WPCA Executive Administrator